

Department of Social and Health Services

DP Code/Title: PL-WC Lease Adjustments

Program Level - 060 Economic Services Admin

Budget Period: 2003-05 Version: 11 2003-05 Agency Request Budget

Recommendation Summary Text:

The Department of Social and Health Services (DSHS) has a number of required facility moves and expansions which are not included in the maintenance level budget. This proposal would increase the leased facility budget to reflect the anticipated cost of leases for the Children's Administration, Aging and Adult Services Administration, and Economic Services Administration.

Fiscal Detail:

Operating Expenditures

	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Program 060			
001-1 General Fund - Basic Account-State	101,000	101,000	202,000
001-2 General Fund - Basic Account-Federal	23,000	23,000	46,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	28,000	28,000	56,000
001-D General Fund - Basic Account-TANF (DSHS)	21,000	21,000	42,000
Total Cost	173,000	173,000	346,000

Staffing

Package Description:

Replacement facilities are required for three existing Community Services Offices (CSOs). The offices listed below need to relocate, and the cost of new leases will likely be higher than currently included in the maintenance level budget.

Wenatchee CSO Replacement Facility: The Economic Services Administration (ESA) is co-located in this facility with other DSHS administrations experiencing staff increases. The facility does not have the capacity to accommodate the growth projected for those administration's staff. While ESA staff levels are not expected to increase, the administration will be forced to move in order to remain in a co-located facility with other DSHS administrations. In addition, the facility Heating Ventilation and Air Conditioning (HVAC) system is in need of extensive work. Relocation is being requested to alleviate these issues. The Wenatchee lease ends in March 2003; however, this lease would likely be extended for six months, and a move would likely take place in August 2003.

Puyallup CSO Replacement Facility: This facility is projecting significant staff growth in the next one to two years due to the implementation of the Region 5 CSD Call Center, which will result in changes to catchment area for the facility. In addition to growth issues, the facility has some building issues due to high water levels around the office. The existing Puyallup lease ends December 31, 2003, and a move will likely take place in November 2003.

Port Townsend CSO Replacement Facility: The current Port Townsend facility is located in a building recently purchased by Jefferson County for their own use. A new lease in the area would require a new facility to be built and will likely have a higher lease rate. The county is planning to occupy the facility in October 2003, which is the end of the existing DSHS lease.

Narrative Justification and Impact Statement

How contributes to strategic plan:

This request assists ESA in its goal to seek efficiencies and improvements in program management and business operations by providing alternate facilities, which will accommodate DSHS staff growth needed for client services.

Performance Measure Detail

Program: 060

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Goal: 04F Achieve the highest level of customer satisfaction

Incremental Changes

Efficiency Measures

FY 1

FY 2

4F2 Increase client survey results of good or excellent service.

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Reason for change:

In Wenatchee and Puyallup, the existing facilities do not meet the current needs of staff or clients. Offices are crowded and facilities have health and safety concerns.

The Port Townsend facility is no longer available for our use because Jefferson County purchased the building and is intending to use it for their own needs.

Impact on clients and services:

Services can better be provided to clients in a facility that meets the needs of staffing levels.

Impact on other state programs:

None

Relationship to capital budget:

Not applicable

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

There are currently two alternatives to alleviate the staffing issue in the Wenatchee facility. One alternative would be to relocate the staff from one of the other administrations sharing the facility; freeing up space for another administration's growth. The other alternative to moving would be to remain in the current facility; however, if the other administrations do move, ESA would become responsible for the entire lease. These alternatives do not resolve the health and safety concerns in the building.

The Puyallup CSO is expected to expand beyond the building's capacity due to the change in catchment area resulting from the Region 5 CDS Call Center. In addition, high water has caused health and safety concerns in this facility. Staying in this facility could pose a danger to staff and clients.

In Port Townsend, there is no alternative. The new owner, Jefferson County, will be moving into the facility. A new facility is required.

Budget impacts in future biennia:

It is expected that this will be an increase over the current expenditure and will continue into the future biennia.

Distinction between one-time and ongoing costs:

This will be an ongoing cost.

Effects of non-funding:

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If funding is not provided for new facilities in Wenatchee and Puyallup, staff would have to be housed in other existing CSOs, leaving fewer staff to serve clients in these areas.

Without funding, a Port Townsend facility cannot be built or leased in the area and staff will need to be relocated to other CSOs. This would mean clients would need to travel outside the Port Townsend area to access staff and services.

Expenditure Calculations and Assumptions:

See attachment - ESA PL-WC Lease Adjustments.xls

<u>Object Detail</u>		<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Program 060 Objects				
E	Goods And Services	173,000	173,000	346,000
 <u>DSHS Source Code Detail</u>				
Program 060		<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Fund 001-1, General Fund - Basic Account-State				
<u>Sources</u>	<u>Title</u>			
0011	General Fund State	101,000	101,000	202,000
<i>Total for Fund 001-1</i>		101,000	101,000	202,000
 Fund 001-2, General Fund - Basic Account-Federal				
<u>Sources</u>	<u>Title</u>			
566B	Refugee & Entrant Assist-St Admin'd Prog(D)(100%)	2,000	2,000	4,000
E61L	Food Stamp Program (50%)	21,000	21,000	42,000
<i>Total for Fund 001-2</i>		23,000	23,000	46,000
 Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
<u>Sources</u>	<u>Title</u>			
19UL	Title XIX Admin (50%)	28,000	28,000	56,000
<i>Total for Fund 001-C</i>		28,000	28,000	56,000
 Fund 001-D, General Fund - Basic Account-TANF (DSHS)				
<u>Sources</u>	<u>Title</u>			
558B	Temp Assist for Needy Families (TANF) (100%)	21,000	21,000	42,000
<i>Total for Fund 001-D</i>		21,000	21,000	42,000
 Total Program 060		173,000	173,000	346,000